



STATE OF TENNESSEE
DEPARTMENT OF CHILDREN'S SERVICES
436 6th AVENUE NORTH
7TH FLOOR, CORDELL HULL BUILDING
NASHVILLE, TENNESSEE 37243-1290

MEMORANDUM

TO: ALL DCS EMPLOYEES

FROM: Tom Riche, Deputy Commissioner for Training & Administration

DATE: April 2, 2008

SUBJECT: Guidelines Regarding Work Attire/Dress Code

In a memorandum dated September 24, 2007, all employees were informed that a policy reflecting a standard code of dress would be instituted. With consideration to maintaining consistency with the delivery of rules and regulations as presented by the state's Department of Human Resources a decision has been made to not write policy but to strictly enforce and provide interpretation to the following DOHR guidelines:

*"As a public servant of the State of Tennessee, you are expected to maintain a standard of dress and grooming that reflects **good taste and common sense**. You are to **refrain from extremes and fads** and should **dress in styles appropriate to your office or your working conditions**. You should be well groomed and neatly dressed in appropriate attire. "*

Please note that this Department's leadership acknowledges the demand of frontline staff to work off-site and how environments off-site might require a choice of dress where common sense is applied around the "appropriateness of working conditions". Nonetheless, it is imperative that staff interpret "good taste" as attire that presents the strictest degree of professionalism versus what might be of the opinion as "good looking". When applying "common sense" to your selection of clothing, consider this rule of thumb: if your selection results in your "second-guessing" whether or not a piece of clothing should be worn to work, it probably is not appropriate for work.

Supervisors can provide further interpretation and advice about appropriate attire. Otherwise, this memorandum serves as the official guidelines for a code of dress for all DCS staff.

THR:ccm